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6 AUG 1969

MEMORANDUM FOR : Director of Personnel

SUBJECT : Annual Reports

1. Attached are Annual Reports submitted by the Benefits and Services Division (BSD), the Contract Personnel Division (CPD), and the Retirement Affairs Division (RAD). You will also find attached some additional highlights selected from some of my own activities during this past Fiscal Year.

2. For the record, even though it repeats a general observation made last year, let me note that the Annual Reports are probably more lengthy and more detailed than really needed for your purposes. Yet, the effort expended in compiling these Annual Reports accomplishes more than one purpose. Not only do they tell you what our Divisions have done and hope to do but they also report—in considerable detail—enough information to serve a historical purpose; also, we use these reports quite often for reference in comparing periods, in briefings, in refreshing recollections, etc.

3. Some specific comments:

Benefits and Services Division

a. The EAA Store consumed an inordinate amount of time this past year. It was time needed and well spent because in many ways the Store is real "flap potential." With careful attention, however, a pretty good Store emerged to serve Agency employees. This coming year, with the establishment of a Store Management Committee, should see even more improvements in the form and substance of the Store—more profit, too, we hope. Unfortunately, too many people think of the EAA in terms of the Store. We have always regarded the Store as an appendage to the other EAA activities—not the reverse. Consequently, more time should be given to other EAA services. In this connection, we have DDS approval to establish tennis courts—a breakthrough. We may be able finally to launch a travel program. Other new services should be explored, and we will do so.

b. We have tentatively agreed to the transfer of the pre-exit interview responsibility to Placement Division. Although delayed pending completion of a review of PAB's overall mission, the transfer should be completed in the near future.

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c. With the leveling off of activity in the Personal Affairs Branch, we may be able to find some time to do more counseling. We continue to feel that the Agency's counseling program needs improvement, and that much more should be done to assist Agency employees.

d. In the Insurance Program, the size of the UBLIC reserve is such that we will have some money beyond that required to fund the UBLIC retiree program. Consequently, we will prepare some proposals for review by the Board of Directors. Tentatively, these proposals include increasing the policyholder's insurance, increasing dependent insurance, and refunding a portion to the policyholders. My own preference continues to be to use the money to improve insurance benefits.

Contract Personnel Division

a. The ADP Program for contract personnel was a real achievement. We look forward now to completing the work on the non-staff retirement program. When finished it, too, should be heralded as a major personnel achievement. On this program, once the staff work has been completed the follow-up responsibility will be transferred to the Retirement Affairs Division.

b. Chief/CPD and I have talked about a system of centralized pre-exit interviewing for departing contract personnel, as in the case of staff personnel. We will submit a specific proposal to the Director of Personnel within the next few months and also one on CPD becoming the office of record for contract personnel folders.

Retirement Affairs Division

The Retirement Affairs Division was finally and firmly established as the "one place" for retirement. The Division's workload was heavy this past year and will be just as heavy in the coming year, but we are beginning to discard many of the frills, procedures, and reporting that were considered necessary in creating, developing, and launching the pre-retirement counseling program. We are proud of the pre-retirement counseling and related programs and the assistance rendered to Agency employees. At the same time, we must not permit the accomplishments of these new programs to screen or diminish recognition of significant work performed in the Retirement Operations Branch (ROB). ROB workload was exceptionally heavy this past year and will continue to grow.

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4. I close my comments on our Divisions' reports by proudly transmitting them to you as evidence of our contribution to the Office of Personnel's mission during FY 1969.

[REDACTED]
Deputy Director of Personnel
for Special Programs

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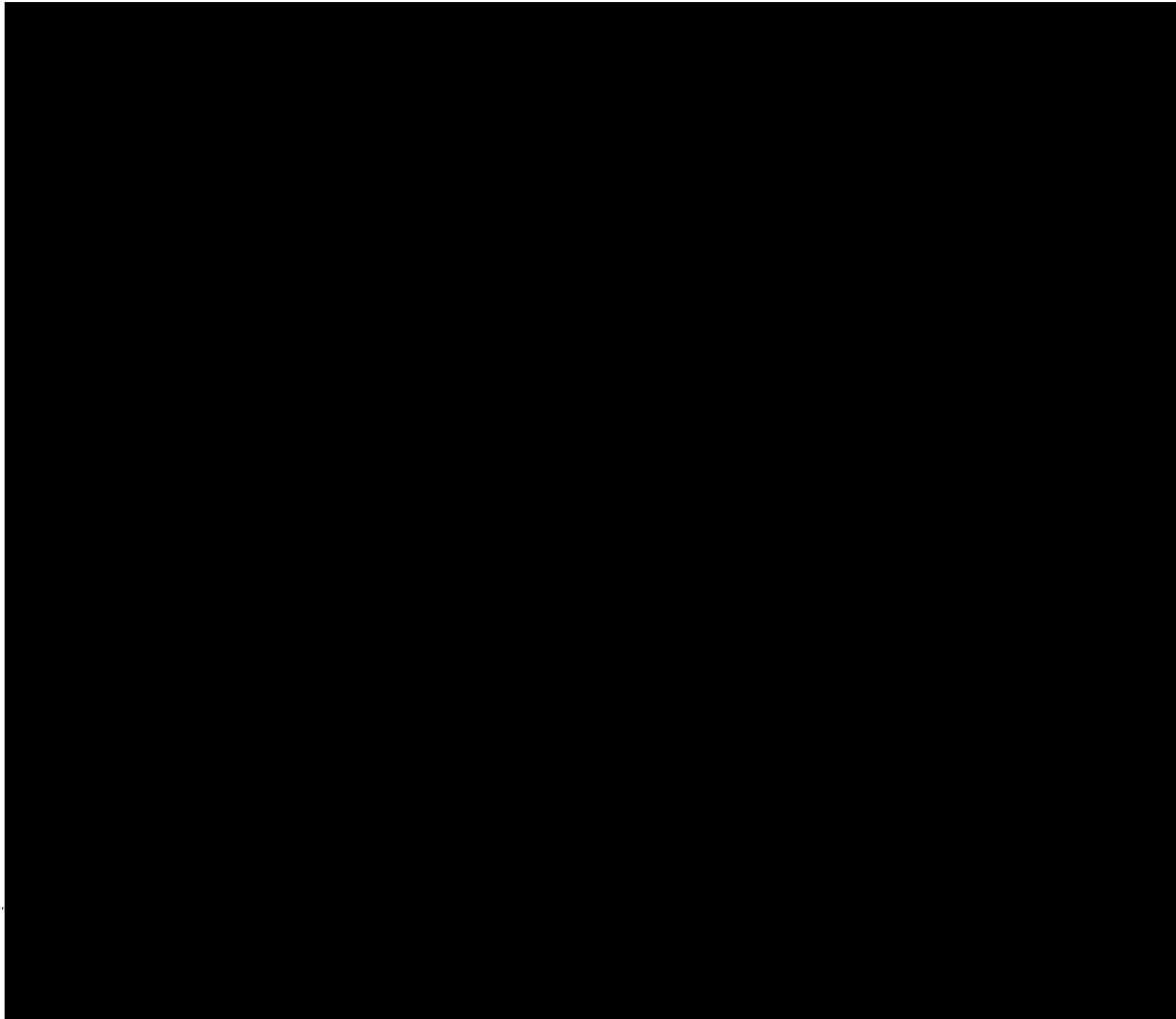
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DD/PERS/SP ACTIVITIES

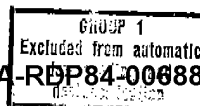
The following are some highlights of my own activities during the reporting period.



2. Casualty Program

A new procedure, [REDACTED] has been established to provide special handling of certain types of casualty cases, particularly those that appear to involve some foul play. This new procedure calls for an immediate review by designated individuals in the Offices of Security, Medical Services, Central Cover Staff, CI Staff, and Personnel of any information that might be of use to the Chief of Station. It is believed that this type of response in these peculiar cases will protect both the individual and the Agency, and ensure the best possible handling of the case.

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3. Prisoner Exploitation Committee

This Committee, chaired by [REDACTED] of the Office of Medical Services, was established by the Deputy Director for Support (DDS) to review the Agency's procedures for preparing individuals departing for assignments in risk of capture areas and to develop a proposal that might be forwarded through the USIB mechanism to other members of the intelligence community whose personnel also served in risk of capture areas. The Committee has met regularly and is about ready to submit a specific proposal to the DDS which calls for a two-phase briefing program. One involves a relatively small commitment of time and would provide departees going to other than high risk of capture areas with an abbreviated briefing. For employees going to high risk of capture areas, we propose

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[REDACTED]

appearances of capture and imprisonment. (Such a program had been developed for certain OSA personnel.) If approved, this phase will represent a major investment of time for OTR and other Support offices. One concrete accomplishment of the Committee was the preparation of a movie film that is now being shown to departees and which covers in some detail the basic ingredients of a risk of capture briefing.

4. Pension Trust Committee

I was appointed to a task force created by the DDS charged with preparing an actionable proposal for an investment program similar to that which has been in existence at TVA. This Committee has met regularly and will have the proposal ready for submission some time in September. It calls for payroll deductions for employees who want to invest in certain identified mutual funds as a means to supplement their retirement income in their later years.

5. Miscellaneous

a. A considerable amount of my personal time was spent on Public Service Aid Society (PSAS) matters. My mission was to maintain the Office of Personnel's capability to respond to the needs of Agency employees, to take necessary corrective actions on problems identified in an audit report, and to staff out a reorganization of the PSAS Board. Much of that work has been completed and we hope soon to re-establish the Board and to finally get PSAS on a firmer footing.

b. Educational Aid Fund (EAF): This program also consumed much of my personal time. In addition to the regular work of Executive Secretary in receiving and reviewing applications for EAF scholarships,

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I tried to develop new sources of income for the fund—to no avail. At my suggestion the Chairman, EAF Board of Trustees (John A. Bross) has established a standing committee of the EAF consisting of senior Agency officials. The committee's job will be to try to identify possible sources of revenue for an EAF capital fund. The committee has not yet met but should do so within the next few weeks.

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d. The subject of retirement again consumed a considerable amount of time during the reporting period, especially because of an effort to identify individuals with domestic service who might qualify for retirement by 30 June. In coming months, we foresee that retirement will continue to demand high level attention because of possible changes to the Civil Service Retirement Act and an effort to make these a part of our own statute, and because of the problem of inadequate CIARDS quota to cover projected retirements during the next five years.

6. Credit Union (See Attached Report)

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